

Position Description

Read each heading carefully before proceeding. Make statements simple, brief, and complete. Be certain the form is signed. Send the original to the Office of Personnel Services.

CHECK ONE: ☐ NEW POSITION ☒ EXISTING POSITION

Part 1 - Items 1 through 12 to be completed by department head or personnel office.

1. Agency Name Department for Children and Families		9. Position No. K01t4418	10. Budget Program Number		Agency Number
2. Employee Name (leave blank if position vacant)		11. Present Class Title (if existing position) Program Consultant I			
3. Division Family Services		12. Proposed Class Title			
4. Section Prevention and Protection Services	For Use By Personnel Office	13. Allocation		Position Number	
5. Unit Support Services – Performance Improvement		14. Effective Date			
6. Location (address where employee works) City Manhattan County Riley		15. By	Approved		
7. (circle appropriate time) Full time Perm Inter. Part time Temp. %	16. Audit Date: By: Date: By:				
8. Regular hours of work: (circle appropriate time) FROM: 8:00 AM PM To: 5:00 AM PM	17. Audit Date: By: Date: By:				

PART II - To be completed by department head, personnel office or supervisor of the position.

18. If this is a request to reallocate a position, briefly describe the reorganization, reassignment of work, new function added by law or other factors which changed the duties and responsibilities of the position:

19. Who is the supervisor of this position? (person who assigns work, gives directions, answers questions and is directly in charge)?

Name	Title	Position Number
Jean Sommer	Performance Improvement Supervisor (HSS)	K0163089

Who evaluates the work of an incumbent in this position?

Name	Title	Position Number
Jean Sommer	Performance Improvement Supervisor (HSS)	K0163089

20. a) How much latitude is allowed employee in completing the work? b) What kinds of instructions, methods and guidelines are given to the employee in this position to help do the work? c) State how and in what detail assignments are made.

This employee works individually or as part of the Performance Improvement team. The employee works independently reviewing and analyzing case file documentation, judging the level of compliance with federal and state policies and procedures. Analyzes and reports results to the regional team. Provides recommendations for performance improvement. Instructions are provided through verbal and/or written assignments, state and federal laws, rules and regulations, program and procedure manuals, conferences and other written material. Cases read are assigned on a random basis. Other assignments are general and outcome oriented, allowing employee latitude for independent judgment within the framework of agency and program specific regulations, guidelines and expectations.

21. Describe the work of this position using the page or one additional page only. (Use the following format for describing job duties):

What is the action being done (use an action verb); to **whom** or **what** is the action directed (object of action); **why** is the action being done (be brief); **how** is the action being done (be brief). For each task state: Who reviews it? How often? What is it reviewed for?

Number Each Task and Indicate Percent of Time and Identity each function as essential or marginal by placing an E or M next to the % of time for each task. Essential functions are the primary job duties for which the position was created and that an employee must be able to perform, with or without reasonable accommodation. A marginal function is a peripheral, incident of minimal part of the position.

No. Each Task and Indicate Percent of Time	E or M	This position serves as a member of the Prevention and Protection Services (PPS) Performance Improvement team within the regional Support Services process. The team is responsible for coordinating the case read process within the region to provide quality assurance monitoring. The incumbent is responsible for reviewing case files for compliance with federal, state and agency requirements and providing information and training to assist with performance improvement. This position also participates in program evaluation planning and compiles data and information from agency systems to assist in the preparation of plans and reports for Central Office and Regional management.
45%	E	<p><u>Conducts Case Reviews</u></p> <ul style="list-style-type: none"> — Reviews agency program cases using a standardized protocol to insure agency actions and decisions are in compliance with federal and state requirements for agency practices and eligibility determinations. — Analyzes and evaluates documentation on required forms, agency activity logs and legal documents to determine if case actions and decisions meet established standards of practice. — Researches and evaluates special projects by collecting and compiling information from a variety of sources. — Analyzes results and prepares final recommendations to the regional performance improvement team. — Participates in regional and Central Office meetings as needed to provide information and training that effectively address program performance needs.
45%	E	<p><u>Audits and Reports</u></p> <ul style="list-style-type: none"> — Schedules unit audit dates and staff coverage to insure unit audits are executed effectively with minimal disruption to the unit staff being audited. — Makes timely notification to appropriate parties to insure that staff have adequate time to prepare and respond — Assembles supplies and protocols and assists in the random selection of unit cases to be reviewed in order to ensure effective preparation for the unit audit to be conducted. — Travels within the region, sets up site facility, and inventories cases to be read to insure the most productive use of time. — Completes case protocols to record the results of case reviews. — Provides explanations to describe areas found to be non-compliant or not meeting policy requirements to provide staff with an opportunity for learning and corrective action. — Provides written results of case reviews with recommendations for performance improvement. — Enters information from case review protocols in the designated data base to insure that all results of case reads and audits are preserved. — Uses data base to compile standard and special reports.
10%	E	<p><u>Other Duties</u></p> <ul style="list-style-type: none"> — Attendance to training and workgroups related to the functions of this position is required. — Completion of other duties as assigned, to include special projects.

-
22. a. If work involves leadership, supervisory, or management responsibilities, check the statement which best describes the position:
- () Lead worker assigns, trains, schedules, oversees, or reviews work of others.
 - () Plans, staffs, evaluates, and directs work of employees of a work unit.
 - () Delegates authority to carry out work of a unit to subordinate supervisors or managers.

- b. List the names, class titles, and position numbers of all persons who are supervised directly by employee on this position.

Name

Title

Position Number

-
23. Which statement best describes the results of error in action or decision of this employee?

- () Minimal property damage, minor injury, minor disruption of the flow of work.
- (X) Moderate loss of time, injury, damage or adverse impact on healthy and welfare of others.
- () Major program failure, major property loss, or serious injury or incapacitation.
- () Loss of life, disruption of operations of a major agency.

Please give examples.

Consequences from errors may cause loss of federal funds and have a major impact on the entire state resulting from major program failures. Errors can also impact the agency's ability to maintain compliance with Federal and State reporting requirements and accuracy of information submitted.

-
24. For what purpose, with whom and how frequently are contacts made with the public, other employees or officials?

Daily contact with co-workers, supervisor and other agency staff as required to complete tasks. Frequent contact with Regional management and Central Office staff to provide information.

-
25. What hazards, risks or discomforts exist on the job or in the work environment?

Stress resulting from deadlines and use of office equipment on a repetitive basis. Normal risks associated to working in an office environment. Normal risks associated to working in an office environment. Must be able to travel, operate a motor vehicle, and be away from their home or office for periods of time when attending meetings, trainings, and conferences and providing assistance other office locations within the region.

-
26. List machines or equipment used regularly in the work of this position. Indicate the frequency with which they are used:

Daily use of computer, e-mail, laser printer, telephone, fax, copier, and general office equipment. Occasional use of state vehicle.

PART III - To be completed by the department head or personnel office

27. List the minimum amounts of education and experience which you believe to be necessary for an employee to begin employment in this position.

Education - General

Education or Training - special or professional

Licenses, certificates and registrations

Valid Driver's License

Special knowledge, skills and abilities

Preferred experience in case management, interviewing and documenting.
Experience working with child and family service programs.
Bachelor's degree

Experience - length in years and kind

Six months of experience in planning, implementing and monitoring activities relevant to the agency's programs. Education may be substituted for experience as determined relevant by the agency.

28. SPECIAL QUALIFICATIONS

State any additional qualifications for this position that are necessary either as a physical requirement of an incumbent on the job, a necessary special requirement, a bona fide occupational qualification (BFOQ) or other requirement that does not contradict the education and experience statement on the class specification. A special requirement must be listed here in order to obtain selective certification.

Signature of Employee

Date

Signature of Personnel Official

Date

Approved:

Signature of Supervisor

Date

Signature of Agency Head or
Appointing Authority

Date